

# **4 FAH-3 H-470 TRANSPORTATION OF PASSENGERS AND THINGS**

## **4 FAH-3 H-471 TRANSPORTATION OF PASSENGERS AND THINGS**

### **4 FAH-3 H-471.1 Definitions**

#### **4 FAH-3 H-471.1-1 Transportation Vouchers**

*(TL:FMP-3; 5-30-95)*

- a. Transportation vouchers are invoices or billings for the transportation of passengers and property by a carrier, carrier's agent, travel agency, or transfer company. Transportation vouchers are subject to audit against published common carrier passenger, freight, or express tariffs, or other equivalent contract, arrangement, or other type procurement authority.
- b. Vouchers for reimbursements to travelers claiming passenger and property transportation costs are not considered transportation vouchers for the purpose of these regulations but are subject to limitations and restrictions of the regulations set forth in 6 FAM, 4 FAM 460, and 41 CFR 101-41.
- c. Vouchers covering charges for intracity transit services; for local storage, drayage, and handling services; or for small shipments not procured with Government bills of lading (GBL's) shall not be considered transportation vouchers for the purpose of these regulations.

#### **4 FAH-3 H-471.1-2 Accessorial Services**

*(TL:FMP-3; 5-30-95)*

- a. Accessorial services are services furnished by a carrier in conjunction with the primary service of transportation. Examples of accessorial services are:
  - (1) In connection with freight shipments, demurrage, storage, refrigeration, switching, handling, and stop-off in transit for partial loading or unloading; and
  - (2) In connection with passenger transportation, excess baggage, switching and sleeping, or parlor car services.

b. If accessorial services are billed together with transportation services, the voucher is a transportation voucher (see 4 FAH-3 H-471.1-1 ). If accessorial services are billed separately, the voucher shall not be considered a transportation voucher for the purpose of these regulations.

## **4 FAH-3 H-471.2 Use of Foreign Currency**

*(TL:FMP-3; 5-30-95)*

a. Generally, authorizing officers should ensure that transportation charges are made payable in the currency of the country in which transportation services originate.

b. When forms such as Form SF-1169, Government Transportation Request (GTR), or Form SF-1103, Government bill of lading (GBL) are used to procure transportation services and are payable in foreign currency, the "Bill Charges To" portion must contain these instructions:

- The name of the requesting agency;
- The address to be billed; and
- The instruction on payment in foreign currency.

## **4 FAH-3 H-471.3 Carrier Billing**

*(TL:FMP-3; 5-30-95)*

a. Carriers and agents should be encouraged to bill on a monthly basis using Form SF-1113, Public Voucher for Transportation Charges. The voucher should be supported by GTR's, GBL's, and if they so choose, their own invoice. The serial numbers for each supporting document should be listed on Form SF-1113, with the charge applicable to each document shown in the amount column.

b. The carriers should also be advised in writing that each Form SF-1113 generally should include as many GTR's, GBL's, and other appropriate documents as can be listed except:

- (1) Each Government agency serviced should be billed separately;
- (2) Passenger transportation services must be billed separately from property transportation charges;
- (3) Each household goods shipment should be billed on a separate Form SF-1113; and
- (4) Government Excess Baggage Authorization Tickets (GEBAT's) should be restricted to no more than three GTR's per Form SF-1113.

c. If bills are submitted by the carriers only on their invoices, the paying office will voucher such invoices on Form SF-1113 or Form OF-206, plainly marked "TRANSPORTATION."

#### **4 FAH-3 H-471.4 Time Limitation on Payment**

*(TL:FMP-3; 5-30-95)*

Generally, payment will be made on only those carrier bills presented for payment within 3 years from the date the involved transportation services were rendered, in accordance with the statute of limitations set forth in 31 U.S.C. 3726. Bills or claims submitted after the expiration of the 3-year time limit will be forwarded by cover memorandum, without payment, to GSA (FWCA), Washington, D.C. 20405, or the agency concerned, for transmission to GSA. Payment of time-barred bills by disbursing officers constitutes an improper expenditure of Government funds.

#### **4 FAH-3 H-471.5 Payee Certification**

*(TL:FMP-3; 5-30-95)*

All valid and proper billings for transportation and accessorial charges received from carriers or agents are certified by the payee (See 4 FAM 423.10). The use of a facsimile signature of such official is acceptable, provided it is manually initialed by a duly authorized clerk whose title is inserted below the clerk's initials.

#### **4 FAH-3 H-471.6 Submission of Paid Transportation Vouchers**

*(TL:FMP-3; 5-30-95)*

In order for GSA to carry out its audit responsibility as required by 31 U.S.C. 3726, disbursing officers are responsible for forwarding paid English language international transportation vouchers on a monthly basis. These vouchers and supporting documents, with related voucher schedules, shall be sent to the General Services Administration (FWAA/C), Washington, D.C. 20405.

### **4 FAH-3 H-472 PROCUREMENT OF PASSENGER TRANSPORTATION**

## **4 FAH-3 H-472.1 Forms**

*(TL:FMP-3; 5-30-95)*

Lists found in 4 FAH-3 H-472 Exhibit H-472.1 are the standard forms prescribed for use in connection with the payment of passenger transportation services for the account of the United States. Supplies of Form SF-1169, U.S. Government Transportation Request, and Form SF-1170, Redemption of Unused Tickets, may be obtained from GSA. Form SF-1113 may be obtained from the U.S. Government Printing Office.

## **4 FAH-3 H-472.2 Reduced Rate Services**

*(TL:FMP-3; 5-30-95)*

Through fares, special fares, commutation fares, excursion fares, reduced rate one-way, and round-trip fares shall be used for official travel when contract fares are unavailable or it can be determined by the travel authorizing official before starting a trip that all things considered, use of such service would be more practical and economical.

## **4 FAH-3 H-472.3 Use of Travel Agencies in Foreign Areas**

*(TL:FMP-3; 5-30-95)*

The use of travel agencies in foreign areas, and charges therefore, is limited by 6 FAM . Travel agencies may be used to procure passenger transportation services of all modes provided the amount paid to the travel agency is not greater than the amount which would be chargeable if the services had been obtained directly from the carriers involved.

## **4 FAH-3 H-472.4 Mode of Travel**

*(TL:FMP-3; 5-30-95)*

- a. The policy and restrictions governing the mode of travel are contained in 6 FAM subject to 4 FAH-3 H-472.1-5 .
- b. Use of air transportation is encouraged.
- c. Surface transportation or a combination of surface and air is authorized subject to the provisions of 6 FAM .
- d. Use of ship transportation is authorized when use of air transportation by the traveler would be detrimental to the traveler's health or well-being. Travelers must obtain the required certification from M/MED prior to departure. The certification must be included with the travel voucher.

e. Travel by ship is permitted, provided travel expenses (including per diem, incidental expenses, fare, and travel time) are limited to those which would accrue by authorized air travel. Travelers must pay the difference if ship travel is not required for medical reasons.

#### **4 FAH-3 H-472.5 Use of Foreign Carriers**

*(TL:FMP-3; 5-30-95)*

a. The policy and restrictions governing use of foreign carriers for official travel are stated in 6 FAM .

b. The use of U.S.-flag ships for travel on official business and of U.S.-flag certificated air carriers for Government-financed passenger transportation is required by statute (46 U.S.C. 1241 [ships] and 49 U.S.C. 1517 [airlines]) when such ships and air carriers are available. Compliance with these statutes is mandatory whether the U.S. Government pays the transportation charges to the carrier or through reimbursement of an individual or other entity.

c. The traveler is responsible for submitting a justification statement for the use of a foreign-flag carrier with the travel reimbursement voucher. The statement shall explain the nonavailability of U.S.-flag service and be certified by an authorizing officer. See 6 FAM .

#### **4 FAH-3 H-472.6 Excess Baggage**

*(TL:FMP-3; 5-30-95)*

a. The policy for allowing excess baggage is contained in 6 FAM . Excess baggage charges incident to official travel are payable to the carrier up to the maximum authorized on the traveler's transportation request or other authorizing document. Such charges will be supported by the Government Excess Baggage Authorization Ticket (GEBAT) which is made up in sets of booklets consisting of an optional auditor's coupon, flight coupons, and a passenger coupon. The cost of any unauthorized excess baggage should be paid to the carrier by the traveler at the time of procurement.

b. Cash shall generally be used to pay the air carrier for authorized excess baggage when the cost thereof is \$15 or less for each leg of a trip. When the charges exceed \$15, the air carrier to which the authorizing GTR is presented should prepare one or more GEBAT sets to provide a separate coupon for each change of flight, carrier, or stopover. It is essential to the payment process that (1) the GTR number, (2) the name and address of the office to be billed for the services furnished, and (3) the name of the traveler as shown on the authorizing GTR, be entered completely and accurately on each GEBAT since the lifting carrier generally will rely on the GEBAT for

billing information. Lacking this information, the lifting carrier should invoice the GEBAT to the issuing carrier for billing.

c. The GEBAT coupons will be given to the traveler with the air ticket for presentation to the honoring carriers. Each carrier that is to provide excess baggage service will lift the pertinent coupon, complete it to show the gross and net weights or number of pieces of baggage carried, and use the coupon to support the subsequent billing of charges.

d. The lifting carrier generally will bill the post or the Department directly, as appropriate, (1) using a prorated value if a through rate should apply or using a local fare if no other carrier is involved or connection information is incomplete; and (2) using the currency of billing indicated on the GEBAT. However, if the lifting carrier cannot bill directly or cannot bill in the currency required, it may forward the coupon to the issuing carrier, which shall bill the post or the Department and make appropriate interline settlement of the charges.

e. If the excess baggage was not authorized by the traveler's travel authorization, or if the amount transported was in excess of applicable weight limitations, the unauthorized cost is collected from the traveler, unless administratively approved as provided under the provisions of 6 FAM, or the traveler paid the carrier at the time of procurement.

## **4 FAH-3 H-472.7 Vouchering**

### **4 FAH-3 H-472.7-1 Forms**

*(TL:FMP-3; 5-30-95)*

Transportation of passengers is normally billed and vouchered on Form SF-1113. If the carrier bills on carrier's own invoice, the bill shall be vouchered on Form SF-1113 or OF-206, (formerly FS-455), plainly marked "TRANSPORTATION".

### **4 FAH-3 H-472.7-2 Examination of Vouchers**

*(TL:FMP-3; 5-30-95)*

a. Carrier and agent billings must be examined for accuracy and completeness prior to vouchering and payment and prior to the audit of the associated transportation rates by GSA. Obvious overcharges and other rate errors should be brought to the attention of the carrier for correction.

b. Supporting documents such as original GTR's attached to bills, should be compared with office copies and the bill itself. The review includes verification that the supporting documents properly and clearly indicate the following:

- (1) For GTR's:
  - (a) Points of travel;
  - (b) Number of travelers;
  - (c) Class and type of transportation and service authorized and billed;
  - (d) Date of issue;
  - (e) Appropriation and account symbols;
  - (f) Signature of issuing officer and traveler;
  - (g) Ticket number;
  - (h) Date travel commenced on the reverse side of the GTR; and
  - (i) Cost of the transportation service furnished. When a GTR is payable in foreign currency, the "Bill Charges To" portion must contain these instructions:
    - The name of the requesting agency;
    - The address to be billed; and
    - The instruction on payment in foreign currency; and

- (2) For GEBAT's:
  - (a) GTR number;
  - (b) Name of traveler;
  - (c) Points of transportation;
  - (d) Gross and net weights or pieces of baggage carried; and
  - (e) Cost of service.

c. Carrier bills deemed proper for payment shall be paid prior to audit by GSA. Generally, the tear-off slip at the bottom of Form SF-1113, or the equivalent, shall be forwarded with the check to the payee, to identify the payment.

#### **4 FAH-3 H-472.7-3 Prevention and Recovery of Duplicate Payments**

*(TL:FMP-3; 5-30-95)*

Controls must be established to prevent duplicate payments. Controls may include the comparison of original GTR's and supporting documents submitted by carriers with office copies thereof, or with an automated listing of GTR's previously paid. Duplicate payments must be recovered promptly in accordance with 4 FAM 490 .

#### **4 FAH-3 H-472.7-4 Special Charges**

*(TL:FMP-3; 5-30-95)*

Charges for canceled reservations are payable to a carrier only if administratively approved as unavoidable official expenses. If a service fee is charged by a carrier for cancellation of a reservation for personal reasons or delay, i.e., annual leave in notifying the carrier, the post or office should collect the fee from the traveler.

#### **4 FAH-3 H-472.7-5 Cross-Reference on Billings for Additional or Supplemental Services**

*(TL:FMP-3; 5-30-95)*

Billings supported by GTR's which extend or supplement services covered by other GTR's shall be endorsed by the paying office or issuing agency to show the disbursing office (D.O.) voucher number, date of payment, and D.O. symbol number of the prior payment. Billings covering air excess baggage charges need not be so endorsed.

#### **4 FAH-3 H-472.7-6 Suspensions and Disallowances**

*(TL:FMP-3; 5-30-95)*

Form DS-1631, Transportation Exception Statement, or a similar statement, is prepared and distributed to request additional information or to furnish an explanation of any differences between the amount billed and the net amount approved for payment.

#### **4 FAH-3 H-472.7-7 GTR's Lost by Carriers or Agents**

*(TL:FMP-3; 5-30-95)*

The following procedure is observed when carriers or agents lose or misplace GTR's which have been honored for services:

(1) The carrier or agent shall voucher such charges on Form SF-1113, Public Voucher for Transportation Charges, annotated with the signed certification statement in 4 FAH-3 H-472 Exhibit H-472.7-7. Copies of ticket coupons, with the GTR number visible, will be attached in support of the SF-1113. A statement of any other pertinent facts and circumstances should also be included. Charges so supported shall be billed separately from charges applicable to other GTR's;

(2) Carriers and agents render such bills to the appropriate paying office (if known) which was designated as the paying office to be billed in the billing instructions on the original GTR. Otherwise, the carrier or agent renders the bill under cover of a letter to the Department of State or other agency concerned, or to the General Services Administration if the paying agency is unknown;

(3) When such claims are received by a certifying officer, they are processed for payment, provided that the duplicate of the GTR is on file at the paying office indicating that the billing was to be rendered to such office and upon determination that payment is proper. The following statements are included on or attached to Form SF-1113 if payment is approved:

—Services specified on Form SF-1113 have been authorized and furnished;

—Payment has not been made to any claimant; and

—Appropriate safeguards have been taken to prevent duplicate payment;

(4) When such claims are paid, the certifying officer makes essential entries on payee voucher records and duplicate GTR's to prevent duplicate payment; and

(5) If the certifying officer receiving such claim is able to determine that post is not the paying office, such claim is forwarded to the proper paying office. If any post is unable to determine that payment is proper, the claim is forwarded to the Department or agency concerned for settlement, accompanied by a statement of administrative determination of the facts and circumstances of the case.

#### **4 FAH-3 H-472.7-8 Notices of Payment on Behalf of Couriers**

*(TL:FMP-3; 5-30-95)*

Posts inform couriers (professional diplomatic couriers and other members of the Foreign Service and of the Department performing travel as couriers in accordance with currently valid authorizations from the Department) of expenses paid for their fares, excess baggage, and miscellaneous travel expenses, including portage of official pouches. Such information pertaining to amounts involved, exchange rate, voucher number,

payment date, name of USDO or cashier, and other relevant data, are essential to the courier for proper preparation of courier's travel voucher and Form FS-400, Diplomatic Courier Trip Report. If practicable, a copy of the voucher is furnished to the courier. Travel vouchers shall be submitted by each employee within 30 days of completion of authorized travel in accordance with 4 FAM 462 .

## **4 FAH-3 H-472.8 Unused Transportation**

### **4 FAH-3 H-472.8-1 Action by Traveler**

*(TL:FMP-3; 5-30-95)*

The actions required by the traveler are prescribed in 4 FAM 460 .

### **4 FAH-3 H-472.8-2 Redemption Action—GTR**

*(TL:FMP-3; 5-30-95)*

- a. Form SF-1170, Redemption of Unused Tickets, will be used in Washington and by the posts to the maximum extent possible for the redemption of unused transportation obtained by GTR. Form SF-1170 is designed for use with a window envelope.
- b. A separate Form SF-1170 is prepared for each GTR involved although more than one ticket or adjustment transaction involving the same GTR may be listed on the same form.
- c. At post when a refund is being requested from a travel agency, the mode(s) of travel used or name(s) of carrier(s) involved are indicated on Form SF-1170.
- d. Refund claims on Form SF-1170 are processed by the fiscal-servicing post or, in Washington, by the executive office of the bureau or office, in an original and three copies, executed in complete detail. The signed original and duplicate are forwarded to the carrier or agent, together with unused complete tickets or coupons if involved; otherwise, the essential facts on which the refund claim is based are provided on Form SF-1170. An estimated amount of refund is entered on these copies to establish the accounts receivable, even though the amount paid may be different. The triplicate and quadruplicate copies are retained by the post pending adjustment; in Washington these copies are forwarded to FMP/F/DFS/FO/AR.
- e. The carrier completes Form SF-1170 by inserting, in the designated spaces, the amount being credited on each ticket and the total amount being refunded. The original Form SF-1170, together with remittance, is returned by the carrier to the post. In Washington, refund is to be sent to

FMP/F/DFS/FO/AR, P.O. Box 9487, Arlington, Virginia 22209. If no refund is due, the carrier must provide an explanation on the original Form SF-1170.

f. Adequate collection controls shall be maintained on pending Form SF-1170 to ensure prompt refunds. At posts, as refunds and Form SF-1170 are received from carriers or agents, the control records are annotated.

g. If Form SF-1170 is not acceptable, for example, to certain foreign carriers, the unused transportation may be transmitted for redemption under cover of an itemized letter to the carrier.

h. The amounts to be used in recording the requests for refunds as accounts receivables are determined by the responsible post, based on first-hand knowledge of the tickets and portions, thereof, which were not used. The average amount of each unused ticket should be computed, based on past experience. In Washington, prior to forwarding to FMP/F/DFS/FO/AR, amounts are recorded on Form SF-1170. Such amounts can be obtained from the contract travel agent airline ticket office, see 6 FAM .

i. In all cases, a record of unused transportation tickets returned for redemption must be recorded on the accounts receivable register in accordance with the provisions of 4 FAM 280 .

j. Unused airline tickets and airline denied-boarding compensation checks received by posts, where there is no agency or airline representative, will be sent to FMP/F/DFS/FO/AR, Washington, D.C. 20520.

k. Where unused tickets are transmitted to Washington executive offices for processing, they must be accompanied by a copy of the GTR containing applicable accounting data.

#### **4 FAH-3 H-472.8-3 Redemption Action—GTS**

*(TL:FMP-3; 5-30-95)*

Unused tickets purchased under a GTS account shall be returned to the airline ticket office that furnished the airline ticket. The airline ticket office will issue a receipt showing a credit is due the Department.

## **4 FAH-3 H-472.8-4 Reporting Refunds to GSA**

*(TL:FMP-3; 5-30-95)*

Refunds and claims are reported to GSA as stated below.

(1) **Report of Refund**—On receipt of refund from the carrier or agent, the original SF-1170, completely executed to show essential details, is forwarded promptly to the General Services Administration (FWAB), Washington, D.C. 20405.

(2) **Ticket Exchange**—Carriers are required to make refunds for the unused value of an exchanged ticket (traveler exchange of an original ticket for one of lesser value) when the carrier has issued a receipt or ticket refund application. Such refunds are to be made to the "Bill Charges To" address on the GTR within 60 days from date of ticket exchange. If refund has not been received within 90 days of date of ticket exchange, the carrier refund application and any other pertinent information, as obtained from the traveler, shall be forwarded to GSA (FWCA), Washington, D.C. 20405.

(3) **Claims for Delinquent Refunds**—When a carrier fails to make a refund upon request, or to furnish a satisfactory explanation why no refund is due within 3 months after the date of application for a refund, or refuses to adjust for unused transportation, the post shall report the case to GSA (FWAB), Washington, D.C. 20405, enclosing a copy of the pertinent SF-1170 and related correspondence.

(4) **Refunds Transferred to GSA**—Ticket exchanges or delinquent refunds forwarded to GSA are written off as receivables in accordance with Department accrual accounting procedures in 4 FAM 200 .

## **4 FAH-3 H-472.8-5 Receipt of Promotional Material**

*(TL:FMP-3; 5-30-95)*

a. Promotional coupons that provide for future free or reduced costs of services (travel) should be integrated into the post or applicable office travel plans to maximize the benefits to the Government. The coupons should then be applied to the maximum extent possible; for example, if permitted, use on overseas travel. If a bureau or office is unable to use the coupons, send the coupons to OPR/ST/TD.

b. Promotional coupons that carry a cash surrender value shall be redeemed in accordance with procedures stipulated by the coupon. The cash received from redeemed coupons or other cash compensation (i.e., denied-boarding or cancellation of reservation by carrier, etc.) shall be deposited and credited to miscellaneous receipt account 193220.

## **4 FAH-3 H-473 TRANSPORTATION OF THINGS**

### **4 FAH-3 H-473.1 Forms**

*(TL:FMP-3; 5-30-95)*

Lists found in 4 FAH-3 H-473 Exhibit H-473.1 are the standard forms prescribed for use in connection with the procurement of freight transportation services for the account of the United States and the billing and payment of applicable charges.

### **4 FAH-3 H-473.2 Procurement of Property Transportation Services**

*(TL:FMP-3; 5-30-95)*

a. Property transportation services furnished for the account of the United States are normally procured by Form SF-1103, U.S. Government Bill of Lading (GBL), in accordance with instructions contained in 6 FAH-1 H-160 (Transportation of Effects). Commercial ocean bill of lading forms and procedures may be used within limits, at the election of the authorizing officer (see 6 FAH-1 H-169 ).

b. Transportation services available under contract or tender shall be procured by use of a GBL. Each GBL shall bear reference to the applicable contract or tender.

c. GBL's shall not be used when local storage, drayage, and hauling services are procured by contract. They may be used, however, when such services are provided for in established tariffs, schedules, or tenders.

### **4 FAH-3 H-473.3 Use of Foreign Carriers**

*(TL:FMP-3; 5-30-95)*

a. The policy and restrictions governing use of foreign carriers for authorized transportation of freight are stated in 6 FAM .

b. Generally, U.S.-flag carriers must be used for U.S.-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 U.S.C. 1241 and 49 U.S.C. 1517. A statement by the authorizing official justifying use of a foreign-flag carrier must accompany the appropriate voucher. (See 6 FAM ). The air carrier or air freight forwarder must submit with each bill involving the use of a foreign-flag carrier, in whole or in part, a copy of the air waybill or manifest showing the underlying air carrier used with justification statement for use of the foreign-flag carrier.

#### **4 FAH-3 H-473.3-1 International Ocean Shipments**

*(TL:FMP-3; 5-30-95)*

Each bill submitted by a freight or household goods forwarder for the payment of transportation charges for the overseas movement of personal property (including household goods, personal effects, and privately owned vehicles) shall be supported by a copy of the ocean freight bill along with the GBL. Also, each bill submitted by an ocean carrier or freight forwarder for the payment of charges for the transportation of personal effects of officers and employees of the United States, furnished in whole or in part by a foreign-flag carrier, shall be supported by the authorizing official's certification of the necessity for the use of the foreign-flag carrier. (See 6 FAM ).

#### **4 FAH-3 H-473.3-2 International Air Shipments**

*(TL:FMP-3; 5-30-95)*

a. Each bill for the payment of international air freight transportation charges not involving the use of foreign-flag carriers shall be supported:

(1) For air carriers, with a carrier's certification that only U.S.-flag service was used or, in the absence of such certification, with a copy of the air waybill or manifest showing the underlying carriers utilized; and

(2) For air freight forwarders, with a copy of the air waybill or manifest.

b. Each bill submitted by an air carrier or air freight forwarder for the payment of international air freight transportation charges involving, in whole or in part, the use of foreign-flag carriers shall be supported by:

(1) A copy of the air waybill or manifest showing the underlying carriers utilized; and

(2) A certification, adequately explaining the nonavailability of U.S.-flag service, signed by the responsible official of the authorizing agency or the carrier having knowledge of the facts concerning such usage. (See 6 FAM ).

## **4 FAH-3 H-473.4 Presentation of Billings**

*(TL:FMP-3; 5-30-95)*

Billings by carriers and agents for freight and express charges are to be vouchered as stated in the following sections.

### **4 FAH-3 H-473.4-1 Shipments of U.S. Government Bills of Lading (GBL's)**

*(TL:FMP-3; 5-30-95)*

Bills covering U.S. Government bills of lading are vouchered by the GBL issuing post on Form SF-1113, Public Voucher for Transportation Charges and supported as follows:

(1) Each shipment itemized on Form SF-1113 is supported by the original Form SF-1103, U.S. Government Bill of Lading, completely executed by the issuing officer at origin, by consignee at destination (representing the Government), and by the carrier's representative; and

(2) When the original Form SF-1103 has been lost, Form SF-1105, U.S. Government Freight Waybill (original) completely executed, is substituted therefore in the manner prescribed in 4 FAH-3 H-473.6 .

### **4 FAH-3 H-473.4-2 Other Shipments**

*(TL:FMP-3; 5-30-95)*

When practicable, bills of carriers and agents covering transportation charges not involving the use of U.S. Government bills of lading are to be presented on or attached to Form SF-1113 vouchers. If Form SF-1113 is not used, the bills may be attached to Form OF-206, plainly marked "TRANSPORTATION" and vouchered or scheduled separately from passenger or other type bills. The payee's certification, as required by 4 FAH-3 H-423 , must be completed on the payee's bill.

### **4 FAH-3 H-473.5 Exception to Usual Billing and Payment Procedures**

## **4 FAH-3 H-473.5-1 Applicability**

*(TL:FMP-3; 5-30-95)*

Subject to standards specified in 4 FAH-3 H-473.7 , payment of property transportation charges may be made to a carrier or forwarder in privity with the contract of carriage for unaccompanied baggage shipments by freight, for ocean carrier port-to-port shipments, or for international air shipments, without the billing carrier's certification of delivery, provided that the carrier bills are not presented until 30 days after the shipment departs from point of origin. This does not, however, prevent a carrier from billing earlier on normal certification of delivery.

## **4 FAH-3 H-473.5-2 Limitation**

*(TL:FMP-3; 5-30-95)*

Payment on this presumption of delivery shall be subject to procedures prescribed by 6 FAH-1 H-169 .

## **4 FAH-3 H-473.6 Lost or Destroyed Original GBL**

### **4 FAH-3 H-473.6-1 Certification of Substitute Document**

*(TL:FMP-3; 5-30-95)*

When the original GBL (Form SF-1103) is lost or destroyed, the billing carrier must use the original freight waybill (Form SF-1105), properly certified by the carrier as a substitute document for billing charges.

a. **Certification by Issuing Office**—The issuing office shall certify the original freight waybill (SF-1105) substituted for the lost original GBL on the basis of information shown on the retained memorandum copy. That certification, properly signed, dated, and placed on the reverse of the freight waybill, shall read: "I certify that the services shown on this freight waybill were requested."

b. **Certification by Carrier**—After the original freight waybill has been certified by the issuing office, the billing carrier shall enter on the reverse side of Form SF-1105 a properly executed certificate of delivery showing all information required in the "Certificate of Carrier Billing" section on the face of the original GBL.

#### **4 FAH-3 H-473.6-2 Issuing Office Records**

*(TL:FMP-3; 5-30-95)*

The issuing office shall enter each certification of a substituted document in its GBL accountability record and promptly notify the responsible paying office to take steps to preclude duplicate payment of the transportation charges.

#### **4 FAH-3 H-473.6-3 Lost Original GBL Recovered Before Settlement**

*(TL:FMP-3; 5-30-95)*

When a lost original GBL is recovered by either the Government or the carrier before settlement is effected on the basis of the substitute freight waybill, the original GBL shall be used for payment of the transportation charges. The substitute freight waybill shall be marked "Canceled—Original Bill of Lading Located" and be returned to the issuing office for correction of its GBL accountability records and for notification to the payment office concerned that payment shall be made on the original GBL.

#### **4 FAH-3 H-473.6-4 Lost Original GBL Recovered After Settlement**

*(TL:FMP-3; 5-30-95)*

When a lost original GBL is recovered after settlement is effected on the basis of the freight waybill, the original GBL shall be forwarded to the paying office for cancellation. The original GBL shall be inscribed with the disbursing office (D.O.) symbol number, the D.O. voucher number (or the GSA certificate-of-settlement number), and the payment date of the freight waybill settlement voucher. The canceled GBL is to be filed with the paid freight waybill, if the waybill is still at the paying office. If the voucher has already been forwarded to GSA, the canceled GBL is to be forwarded to GSA.

#### **4 FAH-3 H-473.6-5 Lost Original GBL and Original Freight Waybill**

*(TL:FMP-3; 5-30-95)*

When both the original GBL and the original freight waybill are lost or destroyed, the carrier shall request from the issuing office a certified true copy of that office's memorandum copy of the GBL. The issuing office shall make its certification regarding the services requested on the reverse of that copy and forward it to the carrier for certification of delivery and billing. If the lost GBL (original) or freight waybill (original) is recovered, the above procedures

in 4 FAH-3 H-473.6-3 or 4 FAH-3 H-473.6-4 , as applicable, shall be followed.

## **4 FAH-3 H-473.7 Examination of Billings**

### **4 FAH-3 H-473.7-1 Payment Limitations**

*(TL:FMP-3; 5-30-95)*

Carrier bills presented for transporting an individual or property shall be paid before GSA conducts an audit of associated transportation rates. The payment of these bills, shall, however, be contingent upon their timely presentation as required by the statute of limitations set forth in 31 U.S.C. 3726, and upon determination that the bills are proper for payment (see 4 FAH-3 H-473.7-3 ).

### **4 FAH-3 H-473.7-2 Certification**

*(TL:FMP-3; 5-30-95)*

Certifying officers are not held responsible for overpayments made for transportation services furnished on U.S. Government bills of lading when such overpayments are due to the use of improper transportation rates or classifications. However, certifying officers are responsible for assuring that transportation bills are otherwise proper for payment prior to signing.

### **4 FAH-3 H-473.7-3 Voucher Examination**

*(TL:FMP-3; 5-30-95)*

a. Generally, carrier bills are examined to determine whether the transportation services for which payment is claimed were duly authorized, whether the carrier bill is complete and supported with required documentation (e.g., original GBL's), and whether all computations of charges are correct. Obvious overcharges and other apparent errors or improprieties should be promptly brought to the attention of the carrier for correction.

b. More specifically, the following voucher examination procedures must be performed prior to payment:

(1) Ensure that the original Form SF-1113, Public Voucher for Transportation Charges, and one memorandum copy, Form SF-1113-A, are furnished;

(2) Ensure that the original Form SF-1103, U.S. Government Bill of Lading, and one memorandum copy, Form SF-1103-A, are furnished;

(3) Verify that the charges and services on the voucher, Form SF-1113, agree with those on the bill of lading, Form SF-1103;

(4) Verify that the voucher and GBL or other supporting documents clearly indicate:

- GBL serial number;
- Carrier's Standard Carrier Alpha Code (SCAC);
- Shipping point;
- Destination;
- Gross weight or volume;
- Rate and cost of the transportation service furnished;
- Certificate of issuing officer;
- Number and date of contract or purchase order;
- Appropriation and account symbols;
- Certificate of completed delivery; and

—FOB point and manual signature of issuing officer whenever shipment is made from person or firm other than U.S. Government agency;

(5) Verify that erasures, interlineations, or alterations are authenticated and explained by the person who made them;

(6) Verify that the bill is payable to the proper carrier or agent;

(7) Verify that when a GBL is payable in foreign currency, the "Bill Charges To" portion must contain these instructions:

- The name of the requesting agency;
- The complete address to be billed; and
- The instruction on payment in foreign currency; and

(8) Ensure that duplicate payments are prevented and recover any duplicate payments that may have been made.

#### **4 FAH-3 H-473.7-4 Prompt Payment Interest Penalties**

*(TL:FMP-3; 5-30-95)*

Interest penalties under the Prompt Payment Act, 31 U.S.C. 3901, are due when a payment is made late. The Prompt Payment Act applies to purchases made outside the U.S. from either U.S. or foreign vendors (See 4 FAM 422 and 4 FAM 434 ).

#### **4 FAH-3 H-473.8 Special Requirements for Vouchering**

*(TL:FMP-3; 5-30-95)*

In addition to the foregoing general requirements, the requirements stated below apply specifically to vouchers for transportation of effects of an employee.

##### **4 FAH-3 H-473.8-1 Transportation Of Effects And Privately Owned Automobiles**

*(TL:FMP-3; 5-30-95)*

a. The cost of transportation of effects and privately owned automobiles to be allowed in connection with assignments, transfer, or separation, conforms to the provisions of the employee's travel authorization and to the limitations prescribed 6 FAM . Doubtful cases should be submitted to the Department of State or agency concerned.

b. Transportation charges incurred for the shipment of a new, privately owned automobile (assembled) must be supported by evidence of ownership. On each payment involving transportation and related expenses, the fiscal-servicing post prepares and transmits Form OF-258, International Travel Liquidation Data.

##### **4 FAH-3 H-473.8-2 Transportation of Remains**

*(TL:FMP-3; 5-30-95)*

In case of death of an employee or any member of the employee's immediate family, the reasonable cost of preparation and transportation of remains is allowed (see 6 FAM ). When a carrier is authorized by GTR or by other authorizing document to transport the remains of a deceased employee or other member of the employee's family (by express when unaccompanied), billing is vouchered on Form SF-1113, if available; otherwise, billing is vouchered on Form OF-206 (formerly FS-455).

## **4 FAH-3 H-473.8-3 Courier Pouch Services**

*(TL:FMP-3; 5-30-95)*

### **a. Procurement by Form FS-452**

(1) Form FS-452, Official Courier Accompanied Pouch Charges, is used by couriers to request transportation of accompanied pouches while on official courier duty.

(2) Carrier billings may be made on Form SF-1113 or on carrier invoices. Transportation charges for courier pouches from point of origin may be entered on Form FS-452 to as many as five points of destination on one courier route. The free baggage allowance is applied to the most distant point possible on the courier route, under legally applicable tariffs. In those instances where pouches are to be delivered to some intermediate stopover point, charges incurred are to be in accordance with provisions of legally applicable tariffs.

(3) Carrier billings are supported by the original and third copy of Form FS-452 and by the original of either the GEBAT or airway bill. Each Form FS-452 must bear the signature of the airline representative and the courier at the time the baggage was weighed by the carrier. Such billings are vouchered on Form SF-1113 or Form OF-206 (formerly Form FS-455) plainly marked "TRANSPORTATION." The original voucher is supported by the original Form FS-452(s) and the original GEBAT(s) or airway bill(s), with the third copy of Form FS-452 retained with the post's copy of the voucher. Costs are charged to the courier Washington-held allotment. One completed copy of the voucher (showing dollar equivalent if paid in local currency) is forwarded to the regional diplomatic courier office where the courier is assigned.

### **b. Procurement by GTR**

Couriers may use Government Transportation Requests (GTR's) for transportation of courier pouches. Documentary evidence is obtained at each place where excess baggage originates. Such evidence must show the weight and cost of the excess, the applicable GTR number, and be signed by the courier. Carrier billings in United States currency for transportation of courier pouches procured by GTR are forwarded to the payment office of the Department of State (FMP/F/DFS/FO) or agency concerned in accordance with the provisions of 6 FAH-1 H-127.4. Such billings are supported by the original excess baggage documentation and the original GTR.

## **4 FAH-3 H-474 CLAIMS**

### **4 FAH-3 H-474.1 Doubtful Claims**

*(TL:FMP-3; 5-30-95)*

When in the judgment of the certifying officer a carrier bill appears to involve doubt as to the validity on a question of law or accuracy of the documents furnished, or as to facts which are known but not evidenced by the claim, the voucher is to be immediately transmitted to the Department of State (FMP/F/DFS) or agency concerned in the manner prescribed in 4 FAH-3 H-433 .

### **4 FAH-3 H-474.2 Supplemental Claims**

*(TL:FMP-3; 5-30-95)*

Supplemental claims received from carriers for services or accommodations previously billed and paid should ordinarily be settled by the post. Those claims which cannot be settled by the post are forwarded to the Department of State (FMP/F/DFS) or agency concerned for subsequent submission to GSA for direct settlement.

### **4 FAH-3 H-474.3 Suspensions and Disallowances**

*(TL:FMP-3; 5-30-95)*

Suspensions and disallowances arising from a transportation of things bill will be documented in the manner prescribed in 4 FAH-3 H-473.3 .

## **4 FAH-3 H-475 LOCAL TRANSPORTATION CLAIMS**

*(TL:FMP-3; 5-30-95)*

a. Reimbursement of local transportation expenses, normally processed as petty expenditures by cashiers, is made through the use of an administratively approved Form SF-1164, Claim for Reimbursement of Expenditures on Official Business, as follows:

(1) Claims for taxicab or similar local transportation expenses are fully itemized. Entries are made (e.g., date, points of origin and destination, cost of fare and tip) as each trip is completed. Reimbursement for tips to taxi drivers is allowable in accordance with 6 FAM . When fares exceed charges for one person, the number of other passengers is listed in the "From" column immediately below the applicable entry;

(2) Streetcar, bus, or similar fares may be listed as a single item for the period of the claim, indicating the number of fares paid;

(3) For mileage incurred by use of privately-owned vehicles, the date, the points of travel, and the speedometer readings at the beginning and end of each trip are shown;

(4) Claims for reimbursement for expenses incurred for the use of special conveyances, other than taxicabs, are fully supported in each case as required by 6 FAM ; and

(5) When a charge for a single trip is in excess of \$25, an appropriate receipt signed by the vendor is attached to the claim.

b. Claims for reimbursement on Form SF-1164 are signed by the principal, administrative, or other officer who authorized or approved the local transportation.

c. Claims may be filed as frequently as necessary but preferably on a monthly basis.

## **4 FAH-3 H-476 THROUGH H-479 UNASSIGNED**

## **4 FAH-3 H-472 Exhibit H-472.1 LIST OF FORMS FOR PASSENGER TRANSPORTATION**

<b>Form</b>	<b>Title</b>
SF-1113	Public Voucher for Transportation Charges (Original)
SF-1113-A	Public Voucher for Transportation Charges (Memorandum Copy)
SF-1169	U.S. Government Transportation Request (Original)
SF-1169-A	U.S. Government Transportation Request (Memorandum Copy)
SF-1169-B	U.S. Government Transportation Request (Duplicate) (Snapout Assembly Only)
SF-1169-C	U.S. Government Transportation Request (Triplicate) (Snapout Assembly Only)
SF-1170	Redemption of Unused Tickets

## **4 FAH-3 H-472 Exhibit H-472.7-7**

# **CERTIFICATION STATEMENT FOR GTR'S LOST BY CARRIERS OR AGENTS**

The following signed certification statement shall be annotated by carriers or agents on Form SF-1113, Public Voucher for Transportation Charges, when they lose or misplace GTR's which have been honored for services:

I certify that all U.S. Government Transportation Requests (GTR's) honored by the above-named carrier or travel agent pass into my office; that ticket(s) (form and ticket numbers), value of ticket(s), accommodations (number and type), and points of travel (from and to), annotated below, was (were) furnished in exchange for specified GTR; that the stated value is true and correct; that the said GTR has been lost or misplaced and cannot be located; that the honoring carrier has not received payment for the services rendered; and that, if the said GTR is later found, it will be marked 'Canceled Certification in Lieu Issued' and transmitted to the General Services Administration (FWAA/C), Washington, D.C. 20405, and no claim made thereon.

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(Signature)

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(Title)

**Note:** Copies of ticket coupons, with the GTR number visible, will be attached in support of the SF-1113. A statement of any other pertinent facts and circumstances should also be included. Charges so supported shall be billed separately from charges applicable to other GTRs.

## **4 FAH-3 H-473 Exhibit H-473.1 LIST OF FORMS FOR PROPERTY TRANSPORTATION**

<b>Form</b>	<b>Title</b>
SF-1103	U.S. Government Bill of Lading (Original)
SF-1103-A	U.S. Government Bill of Lading (Memorandum Copy)
SF-1103-B	U.S. Government Bill of Lading (Memorandum Copy— Consignee)
SF-1104	U.S. Government Bill of Lading (Shipping Order)
SF-1105	U.S. Government Freight Waybill (Original)
SF-1106	U.S. Government Freight Waybill (Carrier's Copy)
SF-1109	U.S. Government Bill of Lading Continuation Sheet (Original)
SF-1109-A	U.S. Government Bill of Lading Continuation Sheet (Memorandum Copy)
SF-1109-B	U.S. Government Bill of Lading Continuation Sheet (Memorandum Copy—Consignee)
SF-1110	U.S. Government Bill of Lading Continuation Sheet (Shipping Order)
SF-1111	U.S. Government Freight Waybill Continuation Sheet (Original)
SF-1112	U.S. Government Freight Waybill Continuation Sheet (Carrier's Copy)
SF-1113	Public Voucher for Transportation Charges (Original)
SF-1113-A	Public Voucher for Transportation Charges (Memorandum Copy)